

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy (refer to student handbook).

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- (13) Pre-arranged college visits (2 visits).
- (14) Pre-arranged educational experiences and family vacations as approved by administration on individual basis.
- (15) Religious holidays.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Over sleeping or other late reasons as determined by principal.
- (6) Hair appointments or other appointments as determined by principal.
- (7) Absences resulting from cumulated unexcused tardies. (Please reference student handbooks as building policy).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

Note:*Please refer to student handbooks for specific number of absences at each building or appendixes.**

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner: (Please refer to each building student handbooks for district policy or appendixes)
 - (a) From the first through the number of cumulated unexcused absence in a [quarter or semester] the student will be expected to make up the work and are graded accordingly by each teacher.

- (b) After the *** cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of *** unexcused absences and that, after the *** unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter. (Please Refer to Student Handbooks for specific number of absences at each building or appendixes)
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After *** cumulative unexcused absences in a [quarter or semester] the teacher may reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent. (Please Reference Student Handbooks for each building practices or appendixes)
- (e) After *** cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent. (Please reference Student Handbook for each building's practices or appendixes)
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher and addressed by administration which is defined in student handbooks.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

Note: *Please refer to student handbooks for specific number of tardies at each building or appendixes.**

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after *** unexcused tardies. (Please reference Student Handbooks for specific building practices or appendixes)

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an

unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. §

120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

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APPENDIX A **HIGH SCHOOL** **ATTENDANCE POLICY**

PHILOSOPHY

The complex process of education is maximized with continuity of instruction, classroom participation and interaction, experiences and observations gained during classroom learning activities, and the interaction and communications with instructors. This established principle of education underlies and gives purpose to the requirement of compulsory attendance in Minnesota and every other state in the nation. A pattern of regular attendance established in school will benefit the learner now, and will transfer to future schooling and into the workplace.

STUDENT RESPONSIBILITIES

- To attend all classes unless absence is excused, and to complete make up work, if absent.
- To obtain an admit slip to classes he/she missed. The admit slip should be picked up in the main office before school begins upon returning to school from an absence.
- To pre-arrange field trips, family vacations or college visits with the office and teachers.

PARENT RESPONSIBILITIES

- To ensure the student regularly attends school.
- To inform the school in the event of a student absence.
- To work cooperatively with the school and the student to solve attendance problems that may arise.
- **To CALL THE HIGH SCHOOL OFFICE between 7:00 a.m. and 8:00 a.m. on the day of the absence or prior to the absence and provide a reason why the student will be absent. Parents/Guardians should call 376-2288 to report absences. Failure to report absences in this timely manner will result in consequences or loss of privileges for the student.**

EXCUSED ABSENCES

1. Illness
2. School sponsored activity (if pre-arranged by teacher/advisor or student)
3. Medical/dental appointments (may require note from physician's office)¹
4. Court ordered appearances
5. Pre-arranged family vacations (limit of 5 days a year)²
6. Serious illness in the immediate family or family emergency – parents, siblings, and grandparents
7. Funeral
8. Pre-arranged college visits (limit of 2 visits total the last 6 quarters of high school)³

¹**EXCESSIVE ABSENTEEISM**-All absences, even if excused, negatively impact a student's education. **If students exceed 6 total absences (excused or unexcused) in a quarter or 12 in a semester, a parent/guardian conference will be required to review circumstances surrounding the absenteeism.** Based on the findings of the conference, a doctor's note or other official verification may be required prior to excusing subsequent absences.

²**PRE-ARRANGED ABSENCES**- Parents/advisors must notify the office of the request to pre-arrange an absence **3 days prior** to the departure. At that time the student will obtain a **pre-arranged absence form** from the office and have teachers and/or a parent complete the appropriate information for family vacations, college visits, or field trips. **Make-up time for pre-arranged absences will be one day for each day absent. Administration reserves the right to use discretion in the pre-arrangement criteria.**

³**COLLEGE VISITS**

- Authorized only when a student has pre-approval. Pre-approval requires filling out and returning the Post High School Visitation Form into the attendance office **three days prior** to the college visit.

- Juniors may utilize college visits during third and fourth quarter
- Seniors may utilize college visits during first through fourth quarter
- Two college visits will be excused if pre-arranged.

UNEXCUSED ABSENCES

Examples of some common reasons for unexcused absences:

1. Skipping
2. Walking out of class, left class early without permission, arriving more than 30 minutes late to class
3. Oversleeping, alarm didn't work, parent didn't wake me
4. Hair appointments, picture appointments, shopping, hunting
5. Transportation problems, car trouble, ride was late
6. Work (at a non-school sponsored program) or other work related activities, babysitting, helping someone
7. Other absences not defined as school authorized or excused including no reason given for an absence

Consequences for Unexcused Absences

- **OFFICE INTERVENTION**-Initially, 2 hours of detention and/or loss of privileges for each unexcused absence per class. Consequences will escalate for repeat offenders to possibly include ISS, Saturday school, vacation school, community/school service or OSS.
- **CLASSROOM INTERVENTION**-Loss of 1/3 letter grade (one grade increment) per occurrence per class
- **COUNTY INTERVENTION-Habitual truants** will be referred to County Social Services and Court Services. **Habitual truants** are students that have an unexcused absence from one or more classes for 7 or more days in a school year.
- **HOME INTERVENTION**-Parent contact or meeting. Home intervention is at the discretion of the parent.

TARDIES

- A student who arrives after class begins without a pass is considered tardy.
- A student who arrives more than five minutes after class begins is considered excessively tardy
- A student who misses more than 30 minutes of class will be considered absent

Consequences for Unexcused Tardies

OFFICE INTERVENTION-Initially, One hour of detention and/or loss of privileges will be assigned for 4 accumulated tardies Consequences will escalate for repeat offenders. A student who is excessively tardy will be assigned one hour of detention

CLASSROOM INTERVENTION- Four tardies to a class will equal one unexcused absence, which accumulates toward a grade reduction in the class (one grade increment reduction for 4 unexcused tardies).

HOME INTERVENTION-Parent contact or meeting. Home intervention is at the discretion of the parent.

ATTENDANCE and ACTIVITIES

Attendance for Participation in Extra Curricular Activity/Events

1. A student must be in attendance a minimum of the previous two full blocks prior to departure from WHS to participate in school events/activities.
2. If a student has an unexcused absence during the day of an extra curricular activity, detention will be assigned, and he/she will not be able to practice or represent the school in any activities that day or night.

APPENDIX B

MIDDLE SCHOOL ATTENDANCE POLICY

Attendance Procedures

Parents or guardians of a student who will be absent for any part of a school day must call the principal's office (376-4174) between 7:30 AM and 9:00 AM each morning. **In the event an absence is not verified by phone, the absence will be considered unexcused. If verification by phone is impossible, a note from the parents or guardians will be required the day the student returns to school.** All **unexcused** absences will be **considered** as truant. Time missed for **unexcused** absences will be **made up in detention or ISS (In School Suspension)**. For a complete explanation of District #518 attendance policy refer to "Rights, Rules, Regulations and Procedural Code of District #518 Public Schools K-12."

Anticipated Absences

Parents or guardians of a student who know in advance they will be absent for an extended period should either call the office or provide a note with the dates of the intended absence. This is so make-up work can be completed before the absence occurs. The office will give the students a form to be signed by each teacher and returned to the office the day prior to dismissal. We would ask that parents limit such absences to no more than 5 school days.

Excused Absences

Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments, required court appearances, religious holiday observance, inclement weather/late busses, impassable roads, school sponsored activities, removal due to suspension, trips taken with the family, when cleared with the Principal's office by a parent/guardian before the absence occurs. Excuses other than those listed above should be cleared with the Principal's office by a parent/guardian before the absence occurs or they will be considered unexcused.

Excessive Excused Absences

Students with an excessive number of excused absences are losing the benefit of a complete education. A combination of 9 absences, excused and unexcused, in a semester will be reviewed and a meeting held to discuss a plan of action. Excessive absences may result in: the school requiring a signed medical excuse from a doctor, grade level retention, or involvement of Family Services and other agencies.

Appointments

Occasionally students have medical, dental or eye appointments during school hours. In case of an appointment during a study period or class period, a parent or guardian should either call the main office or send a note with the student on the day of the appointment.

Tardies

Students who arrive late to school due to an unexcused absence will be considered tardy. Students who reach 3 tardies will be given detention. Each tardy thereafter will result in additional detention time. Upon a 6d tardy a meeting between the student, parent, and principal will be held. If a student exceeds 10 tardies they will be placed in ISS. Every tardy a student has beyond 10 will result in either more detention time or ISS. Tardiness to class during the school day will result in consequences such as loss of privileges, detention or ISS.

Truancy

Students with 3 truanancies will be sent a letter notifying parents or guardians of the problem as required by State Statutes. Upon 5 truanancies a meeting will be held involving the student, parent, assistant principal, attendance officer, Family Services and a representative from the team with an attendance/behavior contract being signed. If a student reaches 7 truanancies, Family Services will be contacted as required by State Statutes. Time lost for truancy may be made up in detention or ISS.

Make-up Work

If students are gone one day because of illness, no arrangements will be made to receive make-up work. Students are encouraged to contact classmates for assignments. If students are absent two or more consecutive days because of illness, parents are encouraged to call for make-up work. Calls should be made by 9:00 a.m. and homework may be picked up from the attendance secretary between 3:15-4:15 p.m.

APPENDIX C

PRAIRIE ELEMENTARY ATTENDANCE POLICY

School attendance is supported by studies, which show that attendance is instrumental in student performance. Students who are chronically absent from school will not perform as well as their classmates who attend school regularly. Consistency in attendance is vital to a student's progress both academically and socially. **It is the responsibility of the parent/guardian to cause the child to attend school and to inform the school of each and every absence. If the office is not notified of a student's absence, office personnel will call the home to insure the child is not home alone.**

Attendance Procedures

1. Parent/guardian is expected to notify the school regarding a student's absence on or before the day of the absence. An absence must be reported by note or phone call within 24-hours of the date of the absence or the absence will be considered unexcused. The absence line is: 727-1272.
2. Schoolwork missed because of the absence will be made-up at the discretion of the classroom teacher.

Excessive Excused Absences

1. If a student is ill 3 or more consecutive days from school, the parent/guardian must provide a doctor's note verifying the illness.
2. After 6 days of excused absences (not consecutive) within a trimester, a letter will be sent out notifying the parent/guardian of the problem.
3. If the number of excused days missed reaches 9, the school will require the parent/guardian to attend a meeting at the school with the District Attendance Officer, Assistant Principal, a Family Advocate, and the teacher to develop a plan/contract to improve the child's attendance.
4. If a student has 6 consecutive days of excused absences a letter will be sent out to notify parents/guardians. Any days thereafter will be considered unexcused absences and will then follow those procedures.

Unexcused Absences/Tardies

1. When a student has 3 unexcused absences/tardies a letter is sent to the parent/guardian to notify them.
2. A second letter will be sent to notify parent/guardian when a student reaches 5 unexcused absences/tardies and a meeting will be scheduled with the District Attendance Officer, Assistant Principal, a Family Advocate, and the teacher to develop a plan/contract to improve the child's attendance.
3. If there is not an improvement in the student's attendance, a referral will be made to Nobles County Family Services.

Tardy Policy

1. Students who arrive after school has started, due to an unexcused absence, will be considered tardy.
2. Students are required to check in at the school office if tardy for class. Adjustments will then be made to attendance records.
3. When a student reaches 3 tardies, a letter will be sent to parents or guardians notifying them of the problem.
4. Tardies are generally unexcused, and will follow the Unexcused Absences/Tardies as outlined above.

APPENDIX D
AREA LEARNING CENTER
ATTENDANCE POLICY

Area Learning Center-School-Wide Success Plan for Students---2006-2007

Goal: Our main goal is to have a safe, secure, caring, sober, drug and gang free school with an effective and productive learning environment for all students and staff.

To ensure that our ALC provides a climate for students to learn, and teachers to teach, we have the following expectations:

1. Students will follow all of the rules, policies, and procedures outlined in the Student Handbook. (We will provide a handbook for each student and review the contents with you.)
2. Students will follow classroom rules as posted in each room and provided for you by each teacher. (If you follow the teacher's guidelines, you will be successful both by learning and earning your full credit for the class.)
3. Students will attend school and be in class on time, each student/family will be provided a copy of the Attendance Policies and Procedures.
4. Students will show respect for all staff. (If you are disrespectful to staff, you will be suspended.)
5. Students will show respect for learning materials and the property of the school and for others. (If you damage school property, you are telling us that you do not want to be here, and we will take the necessary action.)
6. Students will come to school ready to learn, and will focus on their school work at school, especially in the classroom. (If you choose to sit in class and not work, you are asking the teacher to send you out of class.)

It really is very simple---Be Here, Be On-Time to Class, Be Respectful, Be On-Task, and YOU will be SUCCESSFUL. We will make every attempt to help, encourage, support, and most importantly, teach you during your time in school. This is far more than "just a job" to the individuals that work here. We are committed to having you reach your goals. We will provide you the necessary time and effort to help you succeed.

If you ever have any questions about what is appropriate or inappropriate, please talk with one of the staff.

I have read the School-Wide Success Plan and I intend to live up to the expectations of the

A L C Signed _____ Date _____

Area Learning Center Attendance Policy and Procedures-2006-2007-

Student learning, progress towards reaching your graduation, and job success all dependent on regular and punctual attendance. Students under the age of 18 are required to be in school and by law; we must notify parents/guardians if students are absent 3 days unexcused and at 7 days unexcused. After 7 unexcused absences, we have to refer the student to Nobles County Family Services. (See attached Attendance Law)

Excused Absence: Students who have a legitimate excuse for missing school can be excused by submitting appropriate verification. On the attached page are the reasons that can be excused, according to District Policy.

Unexcused Absence: If a student leaves school, or does not attend and does not provide appropriate verification-that is unexcused. If you are under the age of 18, this is considered truancy, and it is in violation of the law, and since your parent or guardian is responsible for you---they can be held accountable for your truancy.

ALC Attendance Procedures: Three days of absence, either excused or unexcused, will result in a conference with the Coordinator. An attendance and work make-up contract will be discussed and implemented, if that is necessary. After seven (7) days of absence, a conference **must** be held with the Coordinator and Attendance Officer, **prior to returning to any classes.** An attendance and work make-up contract will be discussed and implemented. If the seven (7) absences are unexcused, a referral will be made to Family Services. If a student is absent ten (10) times, a determination will be made as to whether the student will continue at the ALC and/or whether a student will be eligible to receive credit or not. If it is determined that a student may continue after 10 absences, a written contract to make up both time and work will be signed.

Tardy: Tardy is defined as: being late to class or school or not being in-place and ready to learn on-time. All students who are tardy must go to the office and get a pass to class. Tardiness will impact your grade and your opportunity to earn full credit. Tardiness disrupts the learning environment; therefore, students arriving late to school or returning late from lunch will go to Mr. Knapp's room to work until the next class starts. Any exceptions will be determined by the Coordinator.

The bottom line on these policies and procedures and laws is that you must be in school and on-time, both to learn and to proceed towards graduating. We are here to assist you in doing that, but you must be here.

(Make-up time will be available after-school and on some week end days and a written Plan must be signed by Student, parent/guardian and the Coordinator.)

I have read and understand the Attendance/Tardy Policy and Procedures and I am committed to being successful at the ALC:

Signed by Student _____ Date _____

Parent/Guardian _____ Date _____